



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337

DELEGATION POLICY

SUMMARY:

1. The Local Government Act 1972 (s.101) provides that a Council may delegate its powers (except those incapable of delegation: see list below) to a committee and / or to the proper officer of the council. It also states that a committee may delegate its powers to the proper officer.
2. Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, Financial Regulations, and any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council.
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of three Members (ideally to include Chairman and Vice Chairman when available), and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.
6. Vigo Parish Council's Clerk is both the Proper Officer and the Responsible Financial Officer for the Council.

THE FOLLOWING ITEMS MAY NOT BE DELEGATED UNDER ANY CIRCUMSTANCES:

1. To appoint the Chairman and Vice-Chairman in May each year
2. To sign off the Governance Statement by 30th June each year
3. To set the precept
4. To appoint the Head of Paid Service (Clerk)
5. To make byelaws
6. To borrow money
7. To consider any matter required by law to be considered by Council.

IN ALL CIRCUMSTANCES THE PROPER OFFICER CAN (but is not limited to):

1. Receive declarations of acceptance of office.
2. Receive and record members interests.
3. Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
4. Receive and retain plans and documents.
5. Sign notices or other documents on behalf of the Council.
6. Sign summons to attend meetings of the Council.
7. To institute and appear in any legal proceedings authorised by the Council.

IN ADDITION, THE CLERK (PROPER OFFICER) HAS DELEGATED AUTHORITY TO UNDERTAKE THE FOLLOWING MATTERS ON BEHALF OF THE COUNCIL:

- * Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with direction given by the Council from time to time.

ADMINISTRATION:

1. Undertaking day to day management of repairs and maintenance of Community Land up to the value of £500 and within budget.
2. Implementing Council events in line with previous events plans submitted to the Council and within approved budgets.
3. Implementing Committee and Working Group projects once approved by Council and in line with approved action plans and within approved budget.
4. Posting relevant information on the Council Website and social media pages in line with approved Council policy.
5. Approving who can display posters on the village noticeboards.
6. Authorisation to call any extra-ordinary meetings of the Council or any committee as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate committee.
7. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its committees.
8. To act as the Council's designated officer for the purposes of the Freedom of information Act 2000 & to act as the Council's designated Data Controller.

PLANNING:

1. Planning Applications / Covenant Applications that are urgent and cannot wait until the next Full Parish Council meeting (and where an extension cannot be granted by the Borough Council) will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of THREE Members (including the Chair or Vice Chair when available).
2. The Council delegate authority to the Clerk to request any application be referred to Gravesham Borough Council Planning Committee for decision.

FINANCIAL THRESHOLDS:

These thresholds are mirrored in the Financial Regulations:

1. Individual purchases with an agreed budget may be authorised by
 - The Clerk (under delegated authority) for any items below £500 excluding VAT.
 - In consultation with the Chair, any items between £500 and £2,000 excluding VAT.
 - In consultation with the Chair and TWO other Council Members, any items between £2,000 and £5000 excluding VAT. Ideally the two other Council Members should be independent of the Members who will authorise the payments within the online banking system.
2. All items over £5,000 must be approved by Full Council.

IN ADDITION:

1. The Clerk may authorise emergency expenditure up to £5,000 (excluding VAT), in the case of SERIOUS RISK to the delivery of council services or to public safety, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as practicable thereafter. (Financial Regulation 5.18).

URGENT MATTERS:

In the event of any matter arising which requires an urgent decision (and cannot wait until the next Parish Council Meeting), the Clerk is empowered to take any decisions that would normally be taken by Full Council, having consulted a minimum of three members (to include the Chairman and Vice Chairman when available). Consultation may be by email, telephone or virtual meeting.

Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next appropriate meeting of the Council.

Version	Date	By Whom	Next Review
First Draft	May 2025	Clerk	
Approved	8 th May 2025	Full Council	May 2026